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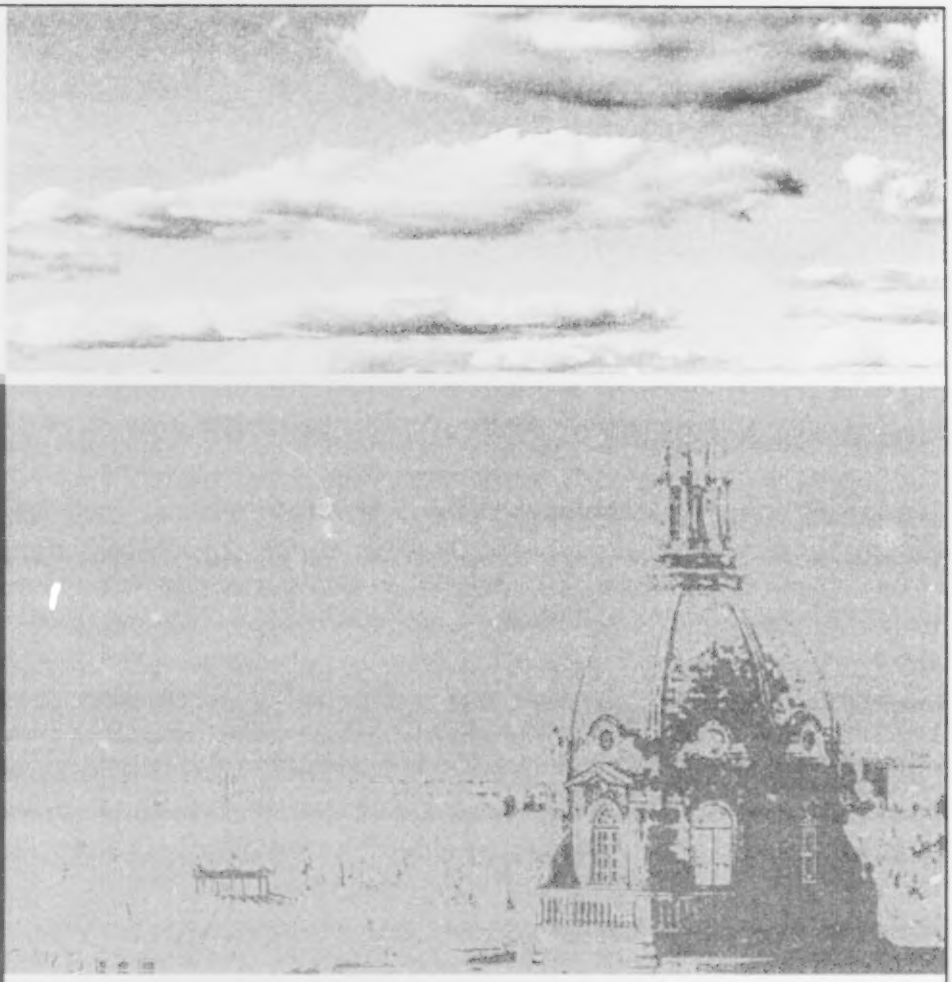

Village of Chipman

Dissolution Study

June 2009

www.municipalaffairs.alberta.ca

Alberta Municipal Affairs
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ISBN 978-0-7785-7954-0 (printed version)

Printed in Canada

What is municipal dissolution?

Dissolution is a legal process under the province's *Municipal Government Act*. This process occurs when a municipality gives up its status as an incorporated municipality to become part of a bordering municipality.

The Village of Chipman (village) is an incorporated municipality. This means that within its defined boundaries, the village council has the power to pass bylaws, the responsibility to provide services to residents, and the authority to collect property taxes and other revenues to support those services.

If the village were to dissolve, it would no longer be a municipality, but would become a hamlet in Lamont County (county). The county council would then be responsible for governing, serving, and taxing the residents of Chipman in addition to the population that it already serves.

What is a dissolution study?

A dissolution study is a process that:

- assists Alberta's Minister of Municipal Affairs in deciding if a proposed dissolution should proceed;
- includes a written report that:
  - highlights what residents could expect to happen if the village were to dissolve to become part of the county;
  - reviews current municipal services in the village and the changes that may occur if the county provides those services to Chipman residents; and
  - reviews possible changes to functions and service levels, council representation, administration, and municipal finances.

The dissolution report, feedback gathered at the public meeting, and the results of the non-binding vote assist the Minister in deciding whether or not to recommend dissolution.

Municipal Affairs obtained the information for this report from the councils and administrations of the village and county and from provincial records.

Why consider a dissolution study?

On September 5, 2008, the Minister of Municipal Affairs received a sufficient petition from electors of the Village of Chipman. The petition was initiated because of concerns regarding property taxes, utility services, utility rates, and the financial situation of the village.

The Minister initiated a dissolution study as required under section 130(2) of the *Municipal Government Act*.

What is the existing situation in Chipman?

Chipman was incorporated as a village on October 21, 1913. It is located along Highway 15, approximately 58 kilometres northeast of Edmonton, and approximately 11 kilometres east of the Town of Lamont.

The village's population was 238 in 2008 and 260 in 2003. This represents a population decrease of eight per cent over the five years.

The village's rural neighbour is Lamont County, which has a population of 3,925. The county office is located in the Town of Lamont.

What is the financial situation in Chipman?

This financial summary covers the calendar years from 2004 to 2008.

The information is compiled using the audited financial statements, the financial information returns submitted annually by the village, and Alberta Capital Finance Authority records.

Operating Fund

The following table summarizes the village's annual operating fund as reported in the village's audited financial statements.

Operating Fund

Year	Total Revenue	Total Expenditure	Net Revenue (Expenditure)
2004	$366,729	$339,592	$27,137
2005	$340,601	$287,633	$52,968
2006	$388,404	$368,822	$19,582
2007	$659,807	$402,813	$256,994
2008	$565,942	$392,998	$172,944

The village either transferred year end surplus funds into a reserve fund or rolled the surplus funds into the ongoing operating fund balance.

At December 31, 2008, the operating fund surplus was $333,631. This figure represents financial assets that are available to the village to offset current and future liabilities.

Reserves

Reserves help a municipality plan and pay for future projects or emergency repairs. If reserves are not sufficient, a municipality may have to access funding from other sources such as taxation or by borrowing.

At December 31, 2008, the village had reserve funds of $55,443.

Debt

The village currently has two loans from the Alberta Capital Finance Authority (ACFA).

One loan is for a street paving project and will be paid off in 2010. The village receives an annual Alberta Municipal Infrastructure Program grant which funds this annual loan payment.

The second loan from ACFA is for a sidewalk development. This loan will be paid off in 2025. Annual payments are fully funded through a local improvement tax.

Equalized Property Assessment

Equalized assessment is a means of comparing property wealth among municipalities. The assessed values of all properties in Alberta are brought to a common level, which is used as a basis for cost-sharing programs such as education funding. This value is calculated by Municipal Affairs.

For 2009, the equalized property assessment of all taxable properties in Chipman was $13,469,547 and in 2008 it was $8,142,802. In 2005, the equalized assessment was $5,901,602. This shows that between 2005 and 2009, the equalized assessed value of property in the village has increased 128 per cent. The largest increase was in 2009 when the equalized assessment value increased by 65 per cent.

The 2009 village assessment base is comprised of approximately 91 per cent residential and 9 per cent non-residential assessment. In 2005 this ratio was 83 per cent residential and 17 per cent non-residential assessment. Although residential property value has increased over the five year period, there has been a decrease in the amount of assessable non-residential property in the village.

Municipal Property Tax Revenue

The municipal property tax levy is the amount of revenue required from the property assessment base to support the village's operations. Other revenue, such as user fees and grants support the operating costs. The village also levies property tax for education purposes, and for the senior foundation.

Based on the village's tax rate bylaws from 2004 to 2008, on average, 60 per cent of the village's annual revenue is from grants and other municipal revenue, and 40 per cent of the annual revenue is from municipal property tax.

The tax rate bylaws over this five-year period show that the revenue raised from municipal property tax was relatively unchanged until 2007 when the tax levy increased by 13 per cent, and increased in 2008 by an additional 27 per cent.

Year	Property Tax Levy
2004	$133,732
2005	$129,493
2006	$128,038
2007	$144,063
2008	$185,276

What would remain the same if the village dissolves?

911 Service

911 dispatch services would continue to be provided out of Strathcona County.

Community Organizations

Community groups, their volunteer membership, and the work they do would not be required to change if dissolution occurs.

Electrical and Gas Utility Franchise Agreements

Fortis and ATCO Gas would continue to provide electrical and gas utilities within Chipman. Account holders would not be charged a franchise fee unless revenue shortfalls required the county to consider implementing fees.

Family and Community Support Services

Family and Community Support Services (FCSS) programs would continue to be operated by Lamont County, with input from the Lamont County FCSS Board.

Policing

Police service and response would continue to be provided by the RCMP Fort Saskatchewan detachment.

Safety Codes Inspection Services

Safety codes inspections would continue to be offered by the same contractor.

What would change if Chipman dissolves?

Lamont County provides services in the hamlets of Hilliard, St. Michael, Star, Whitford, and Wostok. Chipman residents could expect to receive services at the same or similar level as these hamlets.

If dissolution occurs, potential changes in the Village of Chipman include the following:

Assets

As of December 31, 2008, the village had cash and investments of $499,969, plus land for resale valued at $57,640. The village also owns other assets such as equipment, vehicles, buildings, and property.

Upon dissolution, the village's assets would transfer to the county. The county would evaluate the assets to determine what they require. If the county sold any assets or inventory, proceeds from those sales must be accounted for separately and the funds could only be used for projects in the hamlet of Chipman, or to pay off any existing village debt.

Bylaws and Enforcement

The village has several enforcement related bylaws. Some of the more common bylaws include the Dog Control Bylaw, the Nuisance Bylaw, the Nuisance & Unsightly Premises Bylaw, and the Traffic Bylaw.

Although the village administrator serves as the bylaw enforcement officer, the village relies on the RCMP for bylaw enforcement services.

The village public works staff enforces the Dog Control Bylaw, and is responsible for housing captured dogs within the pound that is located in the Public Works building.

If dissolution occurs, village bylaws would remain in effect until the county amends, repeals or replaces them.

Lamont County would repeal the more commonly enforced village bylaws, including the Dog Control Bylaw, because similar bylaws are not in place for the rest of the county. The county's Unsightly Bylaw would replace the current village bylaw.

The RCMP enforces the Lamont County bylaws.

Capital Projects

Capital projects within the village are determined based on grant program criteria. The main priority in Chipman is to ensure village streets are paved with curb and gutter.

Through the Canada-Alberta Building Canada fund, the village is approved for grants funds of $486,724 for a street upgrade project to be completed in 2009. As required by the grant program, the village has $280,000 for its contribution towards this project. The grant funds are not issued until completion of the project, so the village will incur a short-term debt of approximately $500,000 to complete the project. The debt will be paid in full upon receipt of the approved grant funds.

The village has no other capital projects planned.

If dissolution occurs, the county would complete the planned capital projects providing sufficient village funding is available to cover all the project costs.

Community Groups

There are several active volunteer based community groups which offer programs, services, or activities for area residents.

The village provides services in kind to assist groups that organize community events such as Fair Days, Show N Shine, and Doors Open for Church tours.

The village also provides free property maintenance at the Chipman Golden Seniors Drop-in Centre.

If dissolution occurs, the county would provide similar services in kind for the community events. The county would not provide services to the Seniors Drop-in Centre that exceeds the level of service provided to other senior groups in the county.

Council Representation and Meetings

Village council consists of three members elected at large by village residents. The mayor is appointed from within council at the annual organizational meeting. Council members are appointed to various boards and committees to represent the interests of village residents.

Regular meetings of village council are held the second Monday of each month at 8:00 p.m. in the village office.

Since 1983, the current village council members have been either acclaimed or elected to council.

Residents of the County of Lamont are represented by five councillors elected from the five county electoral divisions. The reeve of the county is appointed from within council at the annual organization meeting. County council members are appointed to various boards and committees to represent the interests of county residents.

County council meets the second Tuesday of the month at the county office located in the Town of Lamont. Between April and November, the meetings begin at 9:30 a.m. and between December and March, the meetings begin at 10:00 a.m.

If dissolution occurs, the hamlet of Chipman would fall into the county's electoral division 2, currently represented by Reeve Wayne Woldanski.

Prior to the next municipal election, the county would need to consider adjusting electoral boundaries to ensure an equitable representation between the five electoral divisions.

Chipman electors would be eligible for election to county council.

Disaster Services

The Village of Chipman has an emergency response plan and mutual aid agreements are in place with the towns of Lamont, Mundare, and Bruderheim.

The Mayor serves as the village disaster services coordinator.

If dissolution occurs, the County Manager will be the disaster services coordinator. The county would assume disaster services responsibilities for Chipman.

Employees and Administration

The village has three full-time employees, and one part-time employee. The public works assistant position is currently vacant.

The county has over 30 full-time positions. If dissolution occurs, the county would provide administrative services to Chipman residents. The county would absorb some of the Chipman operations into existing areas and utilize contractors where required, such as in the public works area.

Fire Services

The village has a fire department that is manned by volunteer firefighters. The village fire department responds to calls within the village and the county. Lamont County purchased one fire truck that is stationed in the village and used to respond to calls within the county area.

The Village of Chipman and Lamont County have an emergency services agreement, which outlines responsibilities for emergency and fire rescue services. The agreement expires December 31, 2009, and does not contain a renewal option.

If dissolution occurs, Lamont County would become responsible for the provision of emergency services. Fire response in Chipman would continue to be provided by volunteer responders based out of the fire hall in Chipman. The county would review the current operation.

Garbage (Solid Waste) Collection and Recycling

The village is a member of the Lamont County Regional Solid Waste Commission, which is managed by Lamont County. Through the use of a volunteer driver, the village provides weekly garbage pick up.

The village provides wheeled garbage bins for residents to dispose yard waste. The village uses the yard waste to make compost that is made available to residents for free.

Lamont County does not provide curb side garbage pick up service, or recycling programs in hamlets.

If dissolution occurs, any garbage pick up service would be provided through a contract. Chipman residents would be charged a fee on the utility bills that would be sufficient to fully cover the cost of the contracted service.

General Enquiries/After-Hours Emergencies

The village communicates information to residents by word of mouth, or directly through the village office. For after-hours emergencies, the village office answering machine provides the telephone number for the mayor and the public works manager.

If dissolution occurs, the county office, located in the Town of Lamont, would be the contact point for general inquiries. The county provides information to residents through the internet, and in the local newspapers.

After-hours emergencies are responded to by the county public works on-call staff.

Grants

Currently, the village applies for a variety of grants based on village priorities.

If dissolution occurs, the Village of Chipman would no longer be eligible to apply directly for grants. For grants that use population or assessment information as a basis for the funding formula, Lamont County's grants could

increase if the village dissolved and became a hamlet in the county.

Projects and programs in Chipman, potentially funded by grants, would be considered along with the needs and priorities of the rest of Lamont County.

Grass Cutting

The village cuts grass on all municipal property including park areas, recreation grounds, ball diamonds, empty lots, and boulevards. The Seniors Drop-in Centre grass cutting is done for free.

Lamont County does not have a grass cutting program for county hamlets. If dissolution occurs, the grass cutting standards in Chipman would be reduced. If county council determined the service was required, the county would hire a contractor, and Chipman property owners would be charged a fee sufficient to cover the full cost of the service.

Municipal Office Buildings

The village owns the office building, and the public works building.

The village office is open Monday, Tuesday, Thursday, and Friday from 9:00 a.m. to 4:00 p.m., and is closed for lunch from 12:00 noon to 1:00 p.m.

The village office serves as a local agent for the Alberta Treasury Branch (ATB), and provides area residents with limited banking services. The village does not charge the ATB for use of the office space.

The village office is also the office for the Capital Region Vegreville Corridor Water Services Commission. The village does not charge for use of the office space, but the Commission does contribute towards the purchase of office supplies and equipment.

The village office building renovation was completed through volunteer labour, and grant funding. The basement boardroom is used as free meeting space for local community groups because a condition of the renovation grant funding was that the building be a community facility.

The county office, located in the Town of Lamont, is open from 8:30 a.m. to 4:00 p.m., including the lunch hour.

If dissolution occurs, ownership of the village office buildings would transfer to the county. The county would continue to use the public works building, but would close the village office and consider selling the building. The county would be required to keep a separate accounting of any proceeds from the sale of the property, and those funds could only be used for projects in the hamlet of Chipman.

The Capital Region Vegreville Corridor Water Services Commission, and the Alberta Treasury Branch would be required to find another location.

Municipal Planning

The village administrator issues development permits. Subdivision development advice is provided to the village as a contracted service.

If dissolution occurs, all property in the village becomes the responsibility of Lamont County. County planning staff would deal with development and planning issues in Chipman.

Annexation Application

The village made application to the Municipal Government Board (MGB) for annexation of fourteen quarter sections (approximately 2,240 acres) from Lamont County. The county supports the annexation application.

The MGB has the responsibility to process the application.

Municipal Property Taxes

The village and county establish municipal tax rates that generate funds to pay for their municipal operations, programs, and services that are provided to their residents. Each property's tax is calculated by multiplying the council established tax rate by the assessed value of a property.

The village's 2008 combined tax rate (municipal, school, and Lamont Housing Foundation) for residential properties was 17.889, and for non-residential properties was 26.482.

Chipman property taxes must be paid at the village office by cash, cheque, or money order.

The village has the following minimum municipal tax levy:

- $300 for vacant residential property assessed under a value of $15,290,
- $300 for vacant non-residential property assessed under a value of $14,598,
- $800 for improved residential property assessed under a value of $52,666, and
- $800 for improved non-residential property assessed under a value of $38,929.

In addition to the minimum municipal tax charge, the village cancels a portion of residential property taxes so that the maximum property tax levy does not exceed the following:

- $1,800 for property of a single lot size,
- $1,900 for property of a 1.5 lot size, and
- $2,400 for property of a double lot size.

If dissolution occurs, any taxes owed to the village would be owed to the county.

The county does not have a minimum tax levy, and does not cancel portions of property taxes to result in a maximum property tax limit.

Lamont County has a tax installment payment plan (TIPP) that offers taxpayers the ability to pay their property taxes in monthly installments by pre-authorized withdrawals from their bank account.

In 2008, the county's combined tax rate for residential properties was 6.5052 and for non-residential properties was 21.1515.

Tables 1 and 2 show what owners of actual residential and non-residential properties in the Village of Chipman paid to the village in 2008, and could have expected to pay if Chipman had been a hamlet in Lamont County in 2008.

The difference in the tax rate comparisons reflect the fact that Lamont County provides minimum services in county hamlets compared to the level of services currently offered by the village. If dissolution occurs, any enhanced services provided in Chipman would be contracted out. Chipman property owners would be required to pay the costs for these services.

Municipal Tax Due Dates and Penalties

The village issues property owners combined assessment and tax notices by June of each year. Village property taxes are due on or before August 31 of the taxation year. A 12 per cent penalty is applied if current taxes remain unpaid on September 1 and an additional 18 per cent is applied on all outstanding balances on January 1.

Should dissolution occur, residents of Chipman would receive their assessment and property tax notice from the county, and would be subject to the county's due dates and penalties.

County property taxes are due June 30 of the taxation year. A 10 per cent penalty is applied to all unpaid current taxes on July 1, and an additional 10 per cent penalty is applied on all outstanding balances on January 1.

Recreation Facilities

There are several recreational and community facilities in the Village of Chipman. The ball diamonds and recreation grounds are owned by the village, but managed by the Chipman Agricultural Society. There is also a new playground which is owned and maintained by the village.

If dissolution occurs, the recreation and community facilities, and agreements for managing the ball diamonds and recreation grounds would transfer to Lamont County.

The county would continue utilizing community groups for the operation of the facilities and

would look for a community group to operate the community National Hall.

All facility operation costs will be recovered through user fees and, if necessary, through Chipman property tax revenue.

Roads, Sidewalks and Snow Removal

The village has approximately twelve kilometres of roads. Village council's priority is to have all the roads paved. The majority of paving will be completed in 2009.

Road maintenance, such as pothole repair, is done on an as-required basis.

The village has a snow removal policy that states that the priority for clearing snow is all sidewalks and streets, and then alleys. If time permits, snow removal is done on private property for a fee of $25.00 for every 15 minutes. The village provides free snow clearing at the Seniors Drop-in Centre.

Lamont County has over 2,000 kilometres of roads. County council determines the county road program priorities. Chipman residents could expect to receive the same road maintenance and snow clearing priority as other hamlets.

If dissolution occurs, the county would repeal the Chipman snow removal policy. The county does not provide sidewalk snow removal or snow removal on private property.

Utilities

Village utilities include water and wastewater (sewer).

Utility Billing

Village residents are billed every second month. Payments are made at the village office. Utility bills include the charges for water and sewer usage, as well as costs for garbage collection.

If dissolution occurs, Chipman residents would pay their utility bills to the county.

Utility Rates

According to the operating revenue and expenses reported in the village financial information returns, between 2003 and 2007, the revenue collected from village utility rates exceeded the cost of providing the services.

The full cost to provide the garbage (solid waste) service is under valued because some volunteer manpower is used for the village garbage pick up service.

The table below shows the year end surplus, or deficit, between the revenue collected and the operating cost for each utility.

Utility Annual Net Surplus or Deficit

Year	Water	Sewer	Solid Waste
2004	+$1,104	+$12,765	+$347
2005	+$24,618	+$14,785	+$2,346
2006	+$22,759	+$13,858	+$907
2007	+$14,544	+$2,757	+$249
2008	+$13,342	+$7,410	+$930

As a general practice, year end surplus funds are either transferred into a reserve fund, or rolled into the general operating fund balance.

If dissolution occurs, Lamont County would review the Chipman utility rates to ensure the rates are sufficient to cover the cost of providing the utility service without the use of volunteers.

Utility Systems

The village has a water distribution system and a wastewater (sewer) system. The village has complied with Alberta Environment reporting requirements for both systems.

Water Distribution System:

The Village of Chipman is a member of the Capital Region Vegreville Corridor Water Services Commission. The village has a water distribution system to provide residents with treated water that is provided by EPCOR.

Until the village has a certified operator, Alberta Environment has authorized the village to

operate the distribution system under the supervision of the Town of Lamont's certified operator.

As part of the water distribution system license requirements, the village must provide regular water samples to Alberta Environment. Volunteer manpower is used to drive the water samples to Alberta Environment.

Wastewater (sewer):

The village has a lagoon system that is designed to accommodate up to a population of 1,500. The lift station is located in the village and the lagoon is located in Lamont County, on property owned by the Village.

If dissolution occurs, the Village of Chipman's water and wastewater facilities would transfer to Lamont County. The systems would continue to be operated by a contract operator.

The addition of a wastewater utility would be the most significant change to the current county operation.

Notes

Table 1

Village of Chipman Residential Property Tax Comparison
2008 Municipal and School Taxes

Note: This table shows the changes that could be seen for three actual residential properties in the Village of Chipman if the village were to dissolve. Property taxes may not be the only financial cost associated with living in Chipman that could change. Utility rates could change, and additional fees may be considered for services that Chipman now provides to residents that Lamont County does not provide in hamlets. These factors would have an effect on the cost of living in Chipman.

Village of Chipman		Lamont County	
Municipal	15.190	Municipal	3.4637
Uncollectable Allowance	0.397	Uncollectable Allowance	0.0000
School Tax	2.034	School Tax	2.7541
Lamont Foundation	0.268	Lamont Foundation	0.2874
Total	17.889	Total	6.5052
2008 Comparative Tax Rate:	**17.889**		**6.5052**

If Chipman remains a village

Actual 2008 residential property taxes levied on three properties in Chipman based on the 2008 residential tax rate:

	Assessment		Village of Chipman Tax Rate				Village of Chipman Property Taxes
Property 1	$35,830	x	17.889 mills	x	0.001	=	*$641
Property 2	$103,740	x	17.889 mills	x	0.001	=	$1,856
Property 3	$205,040	x	17.889 mills	x	0.001	=	**$3,668

*With the village minimum municipal property tax program, property taxes were increased to $897
**With residential property tax maximum calculation, property taxes were reduced to $2,400

If the Village of Chipman dissolves

Estimated residential property taxes for the same three properties based on the 2008 Lamont County residential tax rate:

	Assessment		Lamont County Tax Rate				Lamont County Property Tax
Property 1	$35,830	x	6.5052 mills	x	0.001	=	$233
Property 2	$103,740	x	6.5052 mills	x	0.001	=	$675
Property 3	$205,040	x	6.5052 mills	x	0.001	=	$1,334

Table 2

Village of Chipman Non-residential Property Tax Comparison

2008 Municipal and School Taxes

Note: This table shows the changes that could be seen for three actual non-residential properties in the Village of Chipman if the village were to dissolve. Taxes may not be the only financial cost that could change. Utility rates could change, and additional fees may be considered for services that Chipman now provides that Lamont County does not provide in hamlets. These factors would have an effect on the cost of living in Chipman.

Village of Chipman		Lamont County	
Municipal	20.550	Municipal	16.6023
Uncollectable Allowance	0.397	Uncollectable Allowance	0.0000
School Tax	5.267	School Tax	4.2618
Lamont Foundation	0.268	Lamont Foundation	0.2874
Total	26.482	Total	21.1515
2008 Comparative Tax Rate:	**26.482**		**21.1515**

If Chipman remains a village

Actual 2008 non-residential property taxes levied on three properties in Chipman based on the 2008 non-residential tax rate:

	Assessment		Village of Chipman Tax Rate				Village of Chipman Property Taxes
Property 1	$25,190	x	26.482 mills	x	0.001	=	*$667
Property 2	$93,060	x	26.482 mills	x	0.001	=	$2,464
Property 3	$155,200	x	26.482 mills	x	0.001	=	$4,110

*With the village minimum municipal property tax program, property taxes were increased to $949

If the Village of Chipman dissolves

Estimated non-residential property taxes for the same three properties based on the 2008 Lamont County non-residential tax rate:

	Assessment		Lamont County Tax Rate				Lamont County Property Tax
Property 1	$25,190	x	21.1515 mills	x	0.001	=	$533
Property 2	$93,060	x	21.1515 mills	x	0.001	=	$1,968
Property 3	$155,200	x	21.1515 mills	x	0.001	=	$3,283

How do I get more information?

A public meeting will be held on **June 24, 2009 at 7:00 p.m. in the Chipman National Hall** to discuss the information in the dissolution study report. Village residents are encouraged to attend.

Officials from Alberta Municipal Affairs will present the dissolution study report and will be available to answer your questions.

Will there be a vote on dissolution?

Yes. A non-binding vote on the question of dissolution will take place on **Monday, June 29, 2009 between 10:00 a.m. and 8:00 p.m. at the Chipman National Hall.**

The question on the ballot will be:

"Are you in favour of dissolving the Village of Chipman to become part of Lamont County?"

Alberta Municipal Affairs must administer the vote in accordance with the *Local Authorities Election Act.*

To be eligible to vote you must be:

- At least 18 years of age;
- A Canadian citizen;
- A resident of Alberta for the 6 months immediately preceding the vote; and
- A resident of Chipman on the day of the vote.

When registering to vote, residents are required to provide the **street address** or **legal description** of their residence in Chipman. A mailing address is not sufficient.

What happens next?

The Minister of Municipal Affairs will make a recommendation about whether or not the village should dissolve.

In making a recommendation, the Minister will consider this report, the views of the village and the county councils, the issues raised at the public meeting, and the results of the vote.

What will happen if the village dissolves?

If the Minister recommends dissolution to the Provincial Cabinet, and Cabinet agrees, the existing village council and administration would work with the county to wind up the village's affairs by the recommended dissolution date.

What will happen if the village does not dissolve?

The Village of Chipman will maintain its status as an incorporated municipality. The village's council will continue to be responsible for providing governance, levying taxes, and providing municipal services to the village.

For further information, contact:

Coral Callioux or Linda Reynolds of Alberta Municipal Affairs
by dialing 310-0000 (toll free) and entering 780-427-2225
or write to Alberta Municipal Affairs, **Attention: Chipman Dissolution Study**
17th floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta T5J 4L4